

Analyst OR Senior Analyst- RfP & ESG

To apply, please email your resume and any additional information to careers@capdyn.com

Location: **Miami**

About Capital Dynamics:

Capital Dynamics is an independent global asset management firm focusing on private assets, including clean energy and private equity (primaries, secondaries, and co-investments).

Established in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors. Capital Dynamics oversees more than USD 14 billion in assets under management and advisement and employs approximately 150 professionals globally across 13 offices in Europe, North America, and Asia. Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

Department Overview:

Product Development & Strategy (PSD)

Capital Dynamics' Product Development and Strategy ("PDS") team is responsible for the launch of every product on the CD platform across a diverse set of alternative investment strategies and local markets. The team also has ownership of a number of critical strategic initiatives across the Firm including identifying opportunities to expand our investment strategies, launch into new markets, and orchestrate the Firm's ESG program and practices.

Role Purpose:

Capital Dynamics is seeking to hire an **Analyst or Senior Analyst, RfP & ESG** to join the Product Development and Strategy (PDS) department, working in our Miami office.

The Analyst will play a crucial role engaging in investor communications by managing the end-to-end process of Request for Proposals (RFPs), Requests for Information (RFIs), Due Diligence Questionnaires (DDQs) and other written client materials, while also supporting the implementation of company-wide Environmental, Social and Governance ("ESG") / Responsible Investment ("RI").

The successful candidate will collect, craft, and summarize quantitative and qualitative information about Capital Dynamics' Clean Energy and Private Equity including performance and investment philosophy, while simultaneously understanding the respective market factors at play for reporting to our client base and driving the growth of our strategies.

In addition, the Analyst will be responsible for keeping RFPIO, our RFP database, up to date with the latest responses, Firm and performance data, and related information. The role will also require maintaining and refining a quarterly review process across the departments in our organization.

The role offers a unique opportunity to develop a deep understanding of Capital Dynamics' Clean Energy and Private Equity platforms, as well as an in-depth knowledge of the broad spectrum of functions conducted within a global asset management firm.

Key Task and Responsibilities:

- Complete RFPs, DDQs, surveys and other opportunity-related requests from our global client and prospect base for the company's Clean Energy and Private Equity offering.
- Act as the first point of contact for the Product Managers as well as the Sales team for the completion of RFPs, including other internal departments providing the relevant data.
- Act as the coordinator with the company's internal departments for the completion of opportunity-related RFP requests in a timely manner.
- Maintain and proactively update RFPIO and corporate data, including but not limited to Human Resources and similar data and company statistics.
- Assist in streamlining the RFP evaluation and completion process in coordination with the Product Managers.
- Play a key role in supporting delivery of the ESG / RI strategy across the Capital Dynamics (CD) Private Equity and Clean Energy investment platforms, along with the wider operations and corporate business.
- Collect, validate and report quantifiable ESG / RI data and KPI's in line with internationally recognized frameworks, such as GRI, SDGs, SFDR Principal Adverse Impacts and TCFD metrics.
- Support the Senior Vice President, Co-Chair of Responsible Investments to implement the ESG / RI data reporting framework working across the global operational teams ensure successful outcomes.
- Assist in internal and external ESG reporting including for the TCFD, PRI, GRESB, SFDR, EU Taxonomy and other relevant disclosures.

- Develop a strong understanding of basic financial concepts and technical writing, with experience using Excel to effectively synthesize and present financial data.
- Liaise with relevant internal functions to co-ordinate responses to questions from the firm's investors and responses to regulatory and ESG developments / initiatives.

Key Competencies:

- Previous experience working in, or keen interest in an RfP focused, or ESG/Responsible Investment role is highly desirable, but not essential.
- Track record of writing sophisticated professional presentations, presenting high impact messages in a clear, aesthetic format (using original ideas where necessary).
- Ability to write content as well as edit material with a very high degree of precision.
- High level of technical financial knowledge and analytical ability is highly beneficial.
- Strong interest in Private Assets, with a particular interest in Private Equity and Clean Energy.
- Exceptional attention to detail and ability to proof own work and work of others.
- Willingness to work across time zones and in a performance-driven, sometimes high-pressure environment.

Skills & Qualifications:

- Bachelor's degree from a top-tier institution with a strong GPA, or equivalent.
- **1 to 4 years of experience** in a similar private markets or alternative investments sector in a similar role is nice to have, however, we will also consider a **recent graduate** with a strong education background.
- Preference for Bachelors or Masters in: English Language, Marketing, Law, Finance, Business Administration, Accounting, Economics, or related field.
- Exceptional proficiency Microsoft with advance Excel, PowerPoint, and Words skills.

Languages:

- Must be fluent in English and display superior writing skills.
- Proficiency in another European language; preferably, German, French, Italian, is highly desirable though not essential.

Remuneration:

- This role will offer a **base salary** in the region of USD 70,000 to 80,000 per annum, plus bonus.
- Base salary offered will depend on the level of experience the candidate is able to bring to the role.

Further notice:

- This is an office-based role, working out of our Miami office (Miami Beach) location a minimum of 3 days per week.
- Candidate must be able to travel to our New York office for in-person interviews.
- Please note, we are not able to offer a relocation support or travel allowance to attend interviews in person.
- To be eligible for this role, candidates must have full 'right to work' in the United States.

Diversity & Inclusion:

Capital Dynamics is an Equal Opportunity Employer and is committed to creating a global diverse workforce. We are a global company with 24 nationalities represented across our staff in 13 offices, spanning North America, Europe, the Middle East, and Asia. We believe diversity and inclusion (“D&I”) is key to being better at what we do, and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.